

STATINTL

MEMORANDUM FOR: [REDACTED]

FROM : B. C. Evans
Executive Secretary

SUBJECT : Documents Requiring DCI Signature

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DD/A Registry
File *Q+M*

At the indicated tabs are documents which require the DCI's signature and in some cases witnesses, soon after he has taken the Oath of Office:

Tab A: CIA Headquarters Notice entitled "Assumption of Office"; ✓

Tab B: The Director's Appointment Affidavits which need to be signed by the Director and whoever administers the Oath of Office; ✓

Tab C: "Autopen" signature samples on each of four cards; ✓ -see note

Tab D: Signatures are required on Office of Security credentials (one to be affixed on the credential attached, plus three samples on the attached sheet);

Tab E: Payroll documents as follows:

1) Form 2595 to determine the bank to which the Director wishes his checks deposited. ✓

2) Withholding exemption certificates for the District of Columbia, Virginia and Maryland. The Director should complete the pertinent certificate depending upon where he will reside. *delivered*

3) Form 3280 Federal Income Tax Withholding Certificate. ✓

4) Form 3201 U. S. Savings Bond authorization, if the Director so desires. *no*

Tab F: Secrecy agreements associated with special and compartmented security clearances as indicated.

[REDACTED]
B. C. Evans
Executive Secretary

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not returned with this package

ILLEGIB

Approved For Release 2001/09/04 : CIA-RDP80-00473A000300050016-1

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ORGANIZATION


9 March 1977

ASSUMPTION OF OFFICE

1. Having been duly appointed and sworn, the undersigned hereby assumes, effective immediately, the duties and responsibilities of Director of Central Intelligence.

2. All CIA orders, regulations, instructions, designations, and delegations of authority in effect on this date shall continue in force until otherwise amended, superseded, or revoked.

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STANSFIELD TURNER
Admiral, U.S. Navy
Director of Central Intelligence

Distribution: AB

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PERS 77-461

DD/A Registry
77-0751

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Use of the Autopen for Admiral Turner

Jack:

As you know, previous Directors have authorized the Director of Personnel, under controlled conditions, to use the autopen to affix their signatures to Longevity Award Certificates, Retirement Certificates and Certificates of Exceptional Service. In addition, the autopen signature has been used for signing Honor Award Certificates after a particular award has been approved by a competent authority. In these cases the award has already been approved by either the Director, Deputy Director or one of the operating Deputy Directors; and the use of the autopen signature for the certificates is a timesaver for both the Director and those concerned with processing the awards.

In the matter of retirement letters, all Directors with the exception of Dr. Schlesinger elected to personally sign these letters. In this case we used the autopen.

When you deem it appropriate, will you take up with Admiral Turner the matter of using the autopen and advise me of the outcome. We will need four signatures, one on each of the attached cards. This will enable us to select the best signature. The cards should be signed with black fountain pen ink. After receiving the signatures, we can usually have the signature for the autopen reproduced within seven working days.

[Redacted Signature]

F. W. M. Janney

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Atts:
Four 3x5" index cards